

HOW TO PLAN CLASSES AND PRESENTATIONS

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INTRODUCTIONS



Introduce yourself in the chat and tell us a what you're hoping to learn today

FOLLOW ALONG

<https://bit.ly/HowToPlanLP>

ABOUT ME

- Makerspace librarian
- Non-traditional instruction
- Empathy, equity, and social justice driven



SOME
THINGS
YOU CAN'T
PLAN FOR



**WHAT IS YOUR
LEVEL OF
TEACHING OR
PRESENTING
EXPERIENCE?**

TODAY'S GOAL

Everyone leaves feeling
confident and prepared to plan
their next class, workshop, or
presentation

TODAY'S PLAN



1. Introductions
2. How to Plan, Generally Speaking
3. Tips for Lesson Plan Success
4. Learn by Doing!
5. Reflection Time

GOOD TEACHING TAKES PRACTICE



PRACTICE BY

- Teaching! *Do it!*
- Watching others
- Reading existing lesson plans
- Make your own lesson plans



HOW TO LESSON PLAN

AKA the alternate title of this class

A LESSON PLAN IS A LIVING THING



BASIC LESSON PLAN RECIPE

Learn → Write → Edit → Teach
↻ Repeat ∞

SUCCESSFULLY CHOOSING A TOPIC

- Relevant
- Repeatable
- Resonates

START WITH GOALS

- Ask “What’s the point?” and/or “What will someone get out of this?”
- Specific and Measurable
- Shoot for 3 (5 max)
- Tell the goals to your audience



UNIVERSAL DESIGN FOR LEARNING

A set of principles for curriculum development that give *all* individuals equal opportunities to learn.

BUT I DON'T
REALLY NEED A
FORMAL LESSON
PLAN...

yes, you do



I MADE A
PLAN
AND NO ONE CAME



TIPS FOR SUCCESS

1. Make an Outline
2. Be Strategic on Time
3. ALL THE ACTIVITIES
4. Practice
5. Review, Edit, Iterate

A long, narrow wooden bridge with a railing, stretching into the distance through a dense forest. The bridge is made of weathered wood and has a simple wooden railing on both sides. The forest is lush with green trees, and the lighting is soft, suggesting a quiet, natural setting. The bridge leads the eye from the foreground into the deep woods.

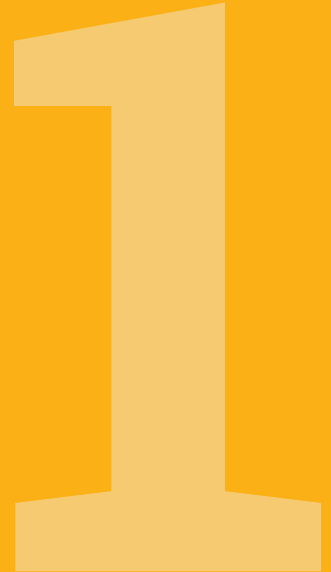
The best way to learn is to do;
the worst way to teach is to talk.

Paul Halmos

quote fancy

WHAT DOES SOMEONE
BRAND NEW TO THE
LIBRARY NEED
TO KNOW?

STEP ONE: GOALS



STEP TWO: CONTENT CHOICES



STEP THREE:

DESIGN ACTIVITIES



**STEP FOUR:
SUMMARIZE WITH
VISUALS**



STEP FIVE: EXTERNAL REVIEW



STEP SIX: ITERATE

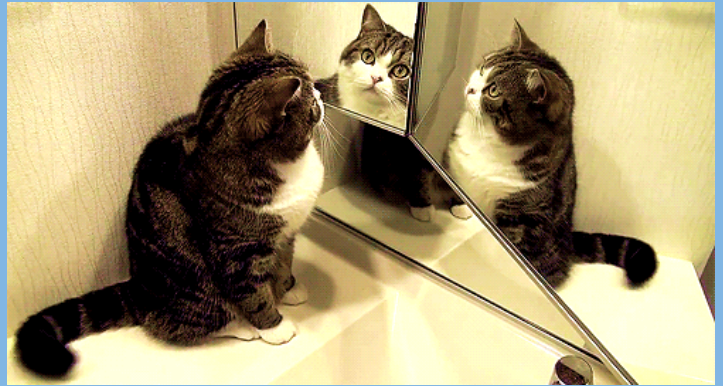


STEP SEVEN:

TRY IT OUT



LET'S
REFLECT



LINKS

- <https://bit.ly/HowToPlanSlides>
- <https://bit.ly/HowToPlanLP>
- Email me at
ctc@denverlibrary.org